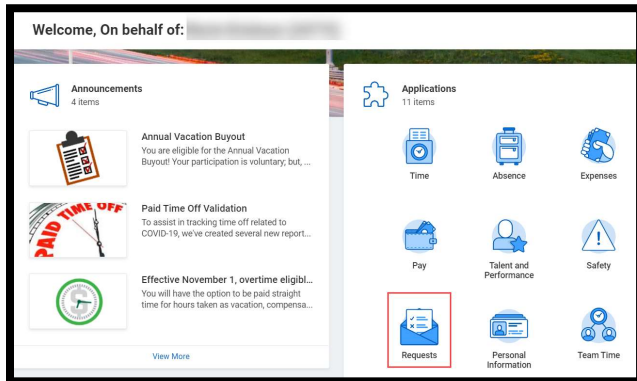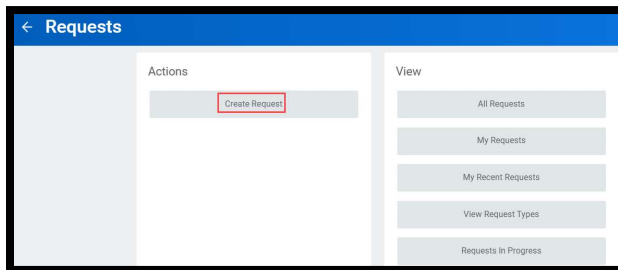**1.** From the Workday Home Page, click on the **Requests** worklet

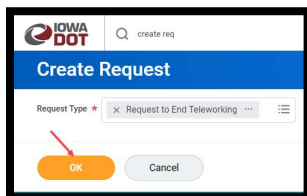

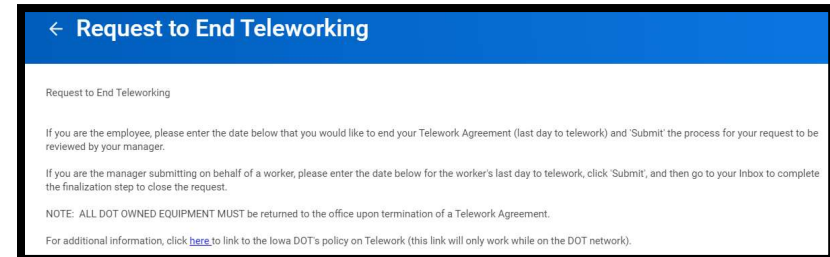**2.** In the **Actions** column, click **Create Request**

3. Type **end tele** in the **Request Type** box
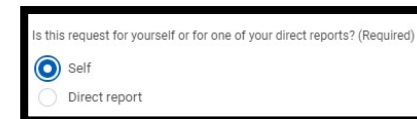

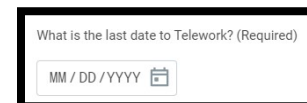**4.** Click **OK**

5. Review the instructions

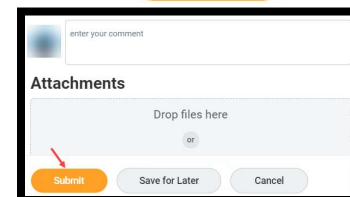**6.** If you are requesting to end teleworking for yourself, select **Self**

Note: If you are a Manager requesting to end teleworking for a direct report, refer to the **Request to End Teleworking – Manager** Job Aid.

7. Enter the **LAST** day you will telework.
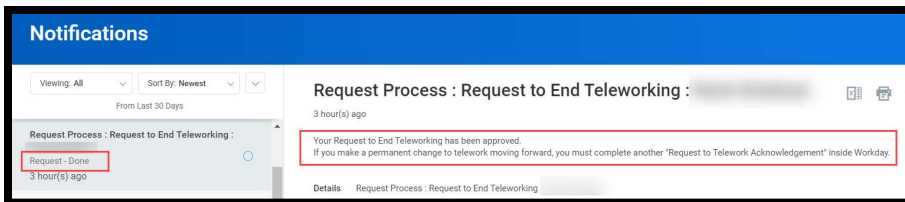

8. Click **Submit**

9. Once you click submit, the request is routed to your manager for review. To find the disposition of your request, click on your **Notifications** 🔔 icon.
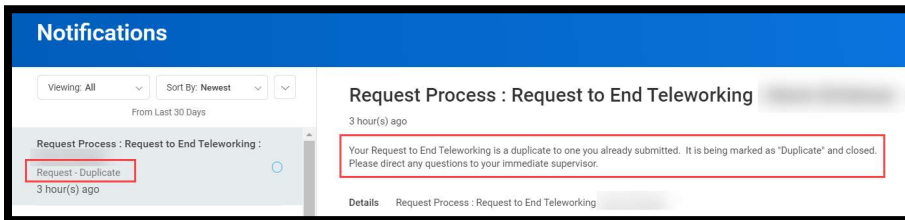

10. Your request will have one of the following three dispositions:

a. Request – Done (request approved)

b. Request – Denied

c. Request - Duplicate